

HER J微BS

BOOK TO KENSINGTON HIGH STREET UNDERGROUND STATION BUSES 9, 21 28, 31, 33, 49, 52, 73, 207A. GREEN LINE 701-2, 704-5, 714, 716A. CAR PARKING

FREE CAR PARKING in National Car Park, Young St. Ask atlendant for details.

FEMALE PERSONNEL OFFICER

Our electric a leading marketing orientated company which is part of an international group, whites to attempthen its personne, department

A scarting salary of between £1,200 and £1 foo will be offered (Ref: D9070, OB Replies will be forwarded direct, un period, and in confidence to the client unless addressed to our SECURITY MANNOER listing companies to which they may not be sent. They should incline comprehensive control details, not refer to provious correspondence with P.A., quote the retrience on the envelope and be sent to:

P.A. Advertising Ltd., Bt. James's House, Charlotte Street, Manchester MI 4OZ. Telephone : 061-237 4531.

SECRETARIES

work in the happy atmosphere of Shell Centre

Starting salaries in the range \$805 - \$1290 p.a. Minimum speeds 100-45 wpm. Previous experience not essentia nteresting work and career opportunities to progress to jobs with

higher salary ceitings.

You get tree three-course lunches in well-appointed staff restaurants, excellent sports and social facilities on the premises—one of Europe most modern office buildings, opposite Waterloo Station (British Rail Southern: I scalators from Bakecloo and Northen Lines come straight into the building, and we are also on several bus routes. Tike to know more?—their telephone us at 934-2828. SHELL

Shell International Petroleum Co. 11d. Shell Centre, London, S.E.1.

SENIOR

EXECUTIVE SECRETARY

We are a link for up of Companies and wish to appoint a SENIOR SECRETARY TO A DIRICTOR. Applicants should have had previous similar appointments, and be used in where as Board area. Good commercial skulle essential.

Women to the four

We admit we have in our midst one or two misogynists who think we're taking a chance-advertising for four women, with the view to giving them management posts in the near future. But the majority hold ideas more consistent with contemposity thinking on other matters like man-power, planning, finance, purchasing and marketing. All four women must have spent at least two years in industry and be adept at beating the men at their own game. Even in a progressive organisation like ours many expect a woman to be twice as good as a man to earn the same high salary. a man to earn the same high salary. Cutrently we are offering opportunities in the following functions:-

Manpower Planning: to work in this key area Improving the effectiveness of our manpower resources totalling several thousand people in the UK. Must be a graduate in economics, sociology, technology or mathematics. Based at Harlow but there will be some travel in Britain. Future prospects will be in personnel, marketing or general manage-

Finance: what we would really like is a graduate with a professional accounting qualification, but we would be prepared to talk to those who would be willing to study for one. At which point you join our accounting and finance team will obviously depend on how much you know. Good promotion prospects which are not limited to the accounting function, UK travel. Based at Central Accounting, Harlow.

Purchasing: this function is of increasing importance to the profitability of the Group A graduate of any discipline who has the ability to subject existing routines to a vigorous intellectual analysis will develop new concepts in material control. She should also have the personality to charm or bully suppliers to meet delivery schedibles. There are model suppliers to meet delivery schedules. There are good opportunities for even more demanding posts in the future. After an initial assignment at one of our manufacturing of visions she will later be based at our UK headquarters in Harlow.

Sales & Marketing: excelling opportunities on marketing assignments within our expanding European sales organisation for an electronics or ones is greature. A working Province of German would be useful. Los of travel. Based at Harrow.

Hartow is a modern new tokins treated in attractive country, with learly as a longon. Rented accommodation savarable a social on expenses

will be pard.
Applications are invited from career women of all ages whose domestic responsibilities will allow them to travel avail from it come. Please write to a

Miss K Robertson, Personnel Manager, ITT Components Group Europe. Standard Telephones & Cables Ltd., Edinburgh Way, Harlow, Essex.

COMPONENTS III ITT embraces 200 as or also companies with a total of nearly 205 of leading seeks in the companies are research in any factor of common or all ones sale or an arrive are cytical in \$7 as a common or all ones are really as a common or all ones are really as a common or all ones are really as a common or a

AND **SHIRLEY CONRAN**



Without a stain on her

PENELOPE TREE was wearing her whitest face: it was the pale yellow/grey colour of a bun that had not yet been put in the oven. She wore patchwork trousers, a multi-colour sash and a yellow blouse carefully stained in jagged areas with a deeper yellow and occasional daubs of brown. Enviously, I thought that if Penclope Tree spilt her whole damn dinner in her lap the stains probably wouldn't show after she had brushed it off

Summer is the stain season One child quietly eating an icecream on a tarry beach: one picnic on the grass after which Dad's shirt is stained not only with grass but beer and raspberries as well: one toddler illegally chewing Daddy's red felt pen; and Mummy has yet another heap of problems, only this time they're clinical.

You have to be a dry-cleaner's daughter to cope calmly with these situations. Luckily, I am. It's treacherous, but I would

say you can save a lot of dry cleaning bills if you equip yourself with a stain removal kit. Keep this in a plastic knife-box out of reach of children and label all bottles. In the tray.

Cotton wool; tissues; lint; two small sponges; pudding basin (it's best if this is not plastic because it should be heavy, so less likely to tip over when some stained item is draped over lift; methylated, spirit. over it; methylated spirit; borax; carbon tetrachloride, a grease solvent which should be used near an open window to blow away fumes: two old hand towels; 20 vol. 4 per cent solu-tion of hydrogen peroxide; small

syption; small bottle benzine; small bottle glycerine; wire clothes brush a ruthless wea-pon—uso gently; ordinary clothes brush.

Whatever the stain, act on it

immediately by soaking in lots of cold water, using soap if necessary. (This is almost always possible, unless Royalty is pre-sent. Once, at a dull dinner party, a bottle of red wine exploded and we all looked as though we had been assassinated. Bossy, I shoo'd the women into the bathroom and threw their lovely dresses into a bath of cold water. I forget whother the stains came out, but we had a marvellous party.) If cold water doesn't remove the stain try using luke-warm water and ordinary old soap. Never use hot water or you may permanently



Avoid leaving a ring in place of the stain by this old trick I learnt at my daddy's knee: known in the trade as 'spotting.' After treating a stain, place the still-wet fabric on a towel and thump the fabric dry with the other towel, working round the edge of the treated area. If it is a fabric you have never used before try a test on some hidden patch of fabric first, possibly a seam.

COMMUNITY

RELATIONS

COMMISSION

SECRETARY

to the Social Development Officer (Westare) whose main concern is the Immigrant Mother and her young children. Salary 217 6, 6d. at 22 or over, plus Luncheon Vouchers and three weeks' holiday per sanum.

LIKE A JOB

If you are a SHORTHAND/TYPIST what about working 10-4 in a friendly aumosphere at our City Rd, office. Please ring PHILLIS WHELAN at 01-253-3821 10 a.m. Monday.

PERSONAL ASSISTANT

WANTED
by CAMBRIDGE MOLECULAR BIOLOGIST to assume considerable executive responsibilities in connection with
vocation and the control as well as for
remerial assistance, or dedictial work
an advantage: shorthand essential, languages helpful
Travel possibilities Car allowance, Starting date negotiable.

Ing date negotiable.
Apply Box 5518 The Observer, London, EC4.

MULTI-LINGUAL

SECRETARY

I'ng Etench, German/Spanish for large in-terment company. Only shorthand in English required but must be able to translate and type in all 3 languages. Age

Excellent Salary, Ring the LINGUIST AGENCY,

01.734 7232.

HOUSE MISTRESS required ist September, 1970, Let House of 50 girls 14-19. Eastern Enguard. Prosition suitable for widow, particular trader or displaced. Headmistress, Box 5513, The Observer, London EC4.

YOUNG WOMAN, preferably graduate, for treelinging work with Mentally Handicapped

Box 5512, The Observer,

Apply to OFFICE MANAGER, CRC. Russell Square House, WC1.

but can't manage 9-5?

If you don't know what a mystery stain is, take the garment to a dry cleaner, point out the stain (otherwise it may not be noticed and it will be returned to you) and firmly state that this is the only reason you want the packet of soapless detergent Goddard's Dry Clean spray, an excellent aerosol cleaner, 6s. (medium size) from Selfridges; box washing soda; soda to treat it. At least he will have

to stop and think about it.

Never buy anything white that must be dry cleaned; it will always come back from the cleaners pale grey, because dry cleaning spirit isn't white in the first place.

Ballpoint pen : soak with methylated spirit then wash. Felt pen ink: soak immediately in cold water then rub with methylated spirit.

Chewing gum: to freeze-harden borax solution (in the gum rub with a cube of ice (in dessertspoonful polythene bag to prevent wetting the material) scrape as much as possible off with a fingernail, then use carbon tetrachioride. lee cream : carbon tetrachloride.

and then wash. Fruit, including tomato sauce: wash out immediately in cold water, then warm water with detergent. Wash delicate fabrics

in cold water, work glycerine into stain and leave for one hour, then wash out with detergent and warm water. On non-washable fabrics leave glycerine for several hours, then sponge with liquid detergent and water. Better still, always tuck your napkin in your neck when eating spaghetti, regardless of the company, because this stain is potential disaster Jam: soak in warm borax solu-

Lipstick: use carbon tetrachloride followed by soap and

Make-up: is mostly grease. Remove, even the powder round your neckline, with carbon tetrachloride followed by soap and Nail varnish can be removed

with varnish solvent or acetone, but these must not be used on synthetic fabrics. Hair lacquer on mirror: wipe with methylated spirit. Grass: rub with meths, then

wash. Latex adhesives: can be removed with a special remover made by

Scorch marks: rinse immediately in cold running water, sponge with borax and water. If this has no result try a weak solution of hydrogen peroxide. Iron mould: Drip on solution of

pint warm water), rinse well, then wash. Or rust remover, such as Moval, 2s. from Boots. Moval, 28. from Boots.

Apicella.

Candlewax: Although any maniDesign by Leslie Iessup.

never to use them as weapons, scrape as much wax as possible off with your fingernails. If the wax is on wood do the best you can by rubbing with fingernal and ball of finger. If the wax is staining a cloth, place blotting paper over the stain, iron over it with a hot iron and attack any remaining stain with carbon tetrachloride.

curist or Latin lover will tell you

Tar: Scrape off with the back of a knife. Douse with benzine (highly flammable). If tar has hardened first soften with eucalyptus oil.

Beer: sponge immediately with plenty of clear cold water. Wine: soak in borax solution and launder.

Coffee, tea (and-I discovered last week—curry on pink dressing gown): Instant action essential. Sponge with borax and warm water.

Stains Inside teapot: fill the teapot with boiling water, add one teaspoonful of denture cleaning powder and stir. Leave for several hours, then rinse thoroughly. Alternatively, don't let anyone look

Animal messes: sponge with borax solution (1 pint water to one dessertspoonful borax). Won't smell so much if you squirt the area with sods water.

Bird droppings: dissolve a handful of washing soda and a tablespoonful of soapless detergent in half a bucket of warm water. Scrub the droppings with it. Vomit: sponge with borax solu-

soda syphon to get rid of smell. Urine: sponge or wash with warm water. Sponge remaining stain with solution of vinegar and water (one tablespoon vinegar to one pint water).



Pony-and-foal place mat in heat-resistant, foam backed wipeable vinyl for babies to spill their strained carrots on. measures about 16 in, by 12 in There is also a knowing green frog, a fat yellow flatfish and sand-coloured twin monkeys, 15s. each from the Layette Depart-ment of Bentali's at Kingston on Thames, Ealing and Worthing, and Selfridges

Text by Gillian Edwards (fashion). Barty Phillips (home), and Anna salts of lemon (2 teaspoonfuls to + Illustrations by Jenny Davies, Michael Roberts, Moira Buj and



Nostalgio frocks with a deliberately Workers' Playtime air. Midi girl has a contrast inset bib front and collar; minl girl has frills over her shoulders and puff sleeves; both have belts to tie in a bow behind. Fine In positive and negative versions. i.e., black or white ground with

flowers or red, lemon and purple. By a new firm, Petals; midi 7 pn., mini £4 9s. 6d., sizes 10-14. Both from Irvine Sellars, 356 and 72 Oxford Street, 262 Regent Street, 25 Carnaby Street, London W1 and 82 King's Road. London SW3: or 2007, 159 Oxford Street, London W1 and 7 Oldham Street, Manchester

Well-schooled

BRUCE KEMBLE, as becomes a iournalist, made headlines last week with the publication of his book 'Give Your Child a Chance' (W. H. Allen 30s) and his assertions about widespread illiteracy in Britain.

But it isn't for his attacks on the Department of Education's complacency that parents should read the book (assuming they can read). They will find it not only valuable in guiding them through the jungle of their children's formal education, but also in advising them on the role they should play in it (you don't have to agree with it all).

Chapters include what he calls

'the vital years'-birth to five, with a lot of information about toys; nursery schools and play groups; learning to read (his hobby horse); choosing a school; further education and university.

A SET of attractive African teak bowls is the latest OBSERVER special selection. There's one large bowl, for salad or fruit. 10 in. in diameter and 4 in. deep for 4 gn, and a matching pair of salad servers for £1 5s. Four small bowls, 6 in, in diameter and 2 in. deep, are £4 10s; for four. Prices include postage, and cheques or postal orders should be made out to 'Observer Special Selection, and sent to PO Box 618, London W13. Detail and pretty pictures on page 20 of today's Colour Magazine.



This Country and Western style gingham and denim skirt and blouse were designed by Bobby Hillson, illustrator-turneddesigner, for her first range of tough pretty children's clothes for the up-to-sixes. There are trousers too, and many of her clothes are as suitable for boys as for girls.

Skirt and blouse are in blue or red. Sizes (ages) 2, 4 or 6. Skirt, from 39s. 6d.; blouse from 29s. 9d. From John Dobbie, 32 Putney High Street, London SW15; Raggitty Ann's Toys, 5 Tranquii Vale, Blackheath, London SE3; Early Years, 48 Highgate High Street, London N8

SECRETARY/P.A.

Needed to work with the Director of a company marketing computing and calculating equipment. Fluent French essential and a knowledge of German Italian would be a orther advantage as the work involves close liaison with companies in these countries

The successful applicant would be aged about 25, of nest appearance. She will also e a first class audio-typist with a working knowledge of shorthand. A generous satary is the region of £1,300 p a, will be paid.

Mr. J. A. Sherry, MULDIVO LTD., 28-42 Banner St., London, E.C.1. TEL : 01-253 7711.

UNIVERSITY OF NOTTINGHAM UNIVERSITY HEALTH SERVICE IN THE CRIPPS HEALTH CENTRE

Applications are invited from STATE REGISTERED NURSES STATE REGISTERED NURSES for the full-time residential appointment of SISTER. The duties will include the care of out-patients and in-patients in the Health Centre and co-operation with the physicians and other members of staff to form a closely knit medical team. Salary will be according to qualifications and experience on the Royal College of Nursing Scale within the salary range £1.032 to £1.371. Further particulars and forms of application, returnable not later than the 30th June, from THE STAFF APPOINTMENTS OFFICER, University of Nottingham, University Park, Nottingham.

LADY SECRETARY with personality and initiative

with personality and initiative required as soon as possible for appeals department of charitable organisation educating disabled hoys and girls in N.E. Hampshite. Shorthand and typing. Car owner, required to travel. Starting salary not less than £1.050. Pension scheme.

Log further information write. For further information write Box 5516, The Observer, London FC4.

STENOGRAPHERS

Reduced by the GOVERNMENT Of MALAWI on contract for one four of 24-th months Salary according to age and experience including overseas addition) in some 1935-1440 a wear ferminal gratist. (FRT) OF MALAWI TANY 257- of total emolitorials on completion of four of not less than to months additional total professional for the subject of a fall also passible. Contributions penson as sheme available in certain circumstances. Free passages. Liberal leave on full salary

Apply in writing to CREAN AGENTS M DIVISION 4 Michael (INDON) 5 W 1 in application form and further particles for storing notice age brief to the property and a ning Michael (Inc.).

SECKETAKIES IN TODAY'S CIVIL SERVICE

GET A GOOD DEAL DO YOU? £951-£1,200 p.e. starting salaries, with annual increases: promotion to Senior Personal Secretary leads to £1,753 p.a.

PERSONAL

5-day week, often with a sholes of tarting and finishing times, 3 weeks' holiday, many social clubs, and the prospects of a substantial gratuity on marriage.

Interesting work for a boss whose responsibilities can involve contacts at a very high level in Government, or industry, or with the public.

A few reconciler exist in London, so if you're at least 18, with three G.C.E.

'O' levels and speeds of 46-190 (or audio equivalent), write NOW for full details to MR. K. N. BASTIN, Civil Service Commission, Savile Row, London W1X 2AA, or telephone 01-734 6010 Ext. 229, quoting 583/118

SPANISH/ITALIAN

LINGUIST YOUNG LADY GRADUATE or equivalent standard in Spanish and failing required for symptomic and correspondence in a larger standard many or the symptomic sympt

Quoting ref. no. 65/1

FEMALE TELEPHONE SUPERVISOR

required immediately by City company for very busy IA lamp multiple board with high proportion of international calls. Must be GPO trained and have wide commercial experience. Will require tack as the company of the Salary £40 p.w. pius LVs.

Replies in confidence to Box 5517 The Observer, London, EC4. SECRETARY

required by Senior Partner in large firm of Sulicitors with commercial and International practice, Moorgate/Liverpool Street area. Knowledge of Spanish an advantage, Accurate shorthand. Excellent salary plus Luncheon Vouchers. Modern offices, other fringe benefits. Write giving full details to Box 5514, The Observer, London EC4. SECRETARY WANTED for private practice in Harley Street. Five-day week, three weeks' paid holiday per year plus statutory holidays. Good shorthand and typing (electric typewriter) but medical experience not essential. Hours by arrangement. Good salary according to qualifications and experience. Apply Box 5515. The Observer, London EC4.

TEMPORARY SECS./TYPISTS. Also BI-LINGUAL TEMPS. (German) urgently wanted. Excel rates. Ring Mrs. Watkins, MERROW AG. 616-6727. BI-LINGUAL SECS, GERMAN/FRENCH urgently needed. Eng. sh/hd. Adv £1,200+. MERROW AG. 636-1487.

HER JOBS

for Rates and Details contact GILLY BAREKAT Tel.: 01-248 3491

ODBSERVERMAR

Amazing 'Credit Squeeze' Bargain i PIGSKIN BRIEFCASE Value 41 gns. 1 30/

Save 165's: Fantasic Bargein . Wholeaster had to realise immediate cash 1 your has chance to buy! New, Perfect stock, anappedup at 'reck-bostom' hammered price! Executive size 16" x 11" gusset top expands 4" 1 Iop slapped | Finest real Pigikin brief-case—at a plastic case price! This advert will not appear again Rich Chestunt Pigskin only 30'; plus 51; post/pack. Jet Black Pigsensen 1 years of the properties of the properties of the properties of the properties of the properties. Addent, etc. With for free colour brochure!

Save pounds by ROTTEN WINDOW SILLS

Casements, Frames, old Gutters & Fall
WITH ARMOFORM
the amazina committee of the sets rock
hard. Simply with armoform. Otheres
to timber and masonry. Easily moulded
to shape. Absolutely frost and weatherproof and masonry. Easily moulded
to shape. Absolutely frost and weatherproof and can never rot. One to
the sets of the sets of the sets of the sets
rock hard. Delivered prices —Gall, 49/9,
2 mil. 34/9, Qt. 22/9 Pink 14/9, Cash
with order (P.O. or cheque) or send
S.A.E. for leasher
S.A.E. for leasher
DEPF. Olio. 14 MILL. STREET BAST.
DEPF. Olio. 14 MILL. STREET BAST.
OF from your local stockist.

Extra-Special Offer TYPEWRITERS

ADLER, IMPERIAL, COLIVETTI, ROYAL, \$49+ ONLY ALL ONE PRICE! BENNET TYPEWRIERS 110 Dept. 0
25-27 Bennett Rd., Bournemouth 2201 13778
19 Commerciat Rd., Southempton 0703 27037
19 Fisherton St., Saltsbury 0713 5243
(Open all day Sats)

MUST DE CLEARED
STAINLESS STEEL
SALICEPAN SETS
Buy 3 for the price of 1
896

JOHN DUDLEY & CO.LTD. DEPT OB-

LOFT CONVERSION





EW GENUINE GOVERNMENT RELEASE
OFFICERS' WHITE SHIRTS Shirt without 12/- 2/- any quantity











PORTABLE







Reproduced with permission of the copyright owner. Further reproduction prohibited without permission.